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Title: Procedure for Management Review		
Document Owner: EMS Management Representative		Approval Date: 30 March 2007
Approved By: EMS Management Representative		Signature:

1.0 PURPOSE

The purpose of this procedure is to provide a clear and consistent method for scheduling and conducting top management reviews of the Fort Polk Environmental Management System (EMS). The management review process is designed to ensure the continued suitability, adequacy and effectiveness of the EMS; progress towards achievement of goals, objectives and targets; and continuous improvement of the installation's environmental performance. Implementation of this procedure will ensure that top management reviews are conducted and documented.

2.0 SCOPE AND APPLICABILITY

This procedure applies to all installation top management, defined as voting members of the Environmental Quality Control Committee (EQCC); the EMSMR; ENRMD Program Managers; and individuals designated as EMS working group leaders.

3.0 REFERENCES

- a. *Fort Polk EMS Master Document.*
- b. *EQCC Membership Roster EMS-0010(R1).*
- c. *Fort Polk Management Review Record EMS-0010(F1).*
- d. *Fort Polk Procedure for Establishing Objectives and Targets EMS-0011(A).*
- e. *Fort Polk EMS Procedure for Document Control EMS-001(B).*
- f. *Fort Polk EMS Procedure for Records Management EMS-007(A)*
- g. *ISO 14001: Second Edition, 2004, Environmental Management Systems – Requirements with Guidance for Use.*

4.0 DEFINITIONS

Environmental Management System (EMS) – Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

EMS Document Manager – Individual appointed by the EMSMR to perform administrative tasks in support of document management and control requirements, in accordance with established procedures.

EMS Management Representative (EMSMR) – An individual appointed by the installation Command who, irrespective of other duties, has responsibility and authority for ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of the ISO 14001 International Standard. The EMSMR is also responsible

for reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.

EMS Working Group – Ad hoc and/or standing team(s) appointed by the EMSMR, EQCC or installation Command to accomplish assigned EMS tasks. Comprised of one or more ENRMD Program Managers and personnel representing various installation organizations, activities and tenants, as appropriate.

Environmental Objective – Overall environmental goal, arising from the environmental policy that an organization sets for itself to achieve, and which is quantified where practicable.

Environmental Target – Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

ENRMD Program Manager – An individual in the Environmental and Natural Resources Management Division (ENRMD) appointed to manage specific environmental programs and/or plans for media protection and resource conservation, including air, water, soils, solid and hazardous wastes, pollution prevention, endangered species, forestry, cultural resources, etc.

Environmental Quality Control Committee (EQCC) - A forum in which environmental issues that affect the installation are discussed. The EQCC is comprised of key installation representatives who are briefed quarterly, and through these meetings, the EQCC chairman obtains information to advise the Installation Commander on environmental priorities, policies, and programs.

Interested Party – Individual or group concerned with, or affected by the environmental performance of an organization.

Legal Requirements – All laws, regulations, permits, contracts, memorandums of agreement and orders applicable to installation activities, processes and services.

Other Requirements – Requirements not identified under Legal Requirements, and standard agency/industry practices to which installation organizations subscribe.

5.0 PROCEDURE

Top management (EQCC voting members) will review Fort Polk's EMS at least annually, to ensure its continuing suitability, adequacy, and effectiveness. Management reviews will address opportunities for improvement and the need for changes to the EMS, including the environmental policy and EMS objectives and targets.

5.1 Management Review

On an annual basis, or more frequently if needed, the EMSMR will schedule and coordinate a formal management review of the EMS. The annual review will be conducted during one or more of the quarterly EQCC meetings, and follow up action(s) will be addressed at subsequent meetings until guidance, recommendations, corrective actions, revisions, or improvements are implemented.

The EMSMR develops an agenda and informs members of the EQCC and other meeting attendees of the date, time location and agenda items for the management review meeting. During the management review meeting, Top Management will identify areas in which additional resources are required or and to determine if changes are needed to the environmental policy, objectives and targets, or other elements of the EMS. A quorum of the voting EQCC members must be in attendance for the management review meeting. If a quorum of voting members is not present, the EMSMR will reschedule the management review meeting. A roster of current EQCC voting members, *EMS-0010(R1)* is maintained by the EMSMR in accordance with *Fort Polk EMS Procedure for Records Management EMS-007(A)*.

5.2 Management Review Elements

Formal management reviews conducted during EQCC meetings shall include the following EMS inputs:

- Command Analysis Overview of Environmental Programs,
- Compliance Status - results of internal audits and evaluations of compliance with legal and other requirements to which Fort Polk subscribes,
- Corrective and Preventive Actions - status of corrective and preventive actions,
- Environmental Performance and Monitoring Results,
- Objectives and Target Review - the extent to which objectives and targets have been met,
- Changing Circumstances - including developments in legal and other requirements related to its environmental aspects,
- External Communications - communications from external interested third parties including complaints, and
- Management Actions - follow-up actions from previous management reviews and recommendations for improvement.

The EMSMR is responsible for insuring that all EMS input for formal management reviews are placed on the EQCC agenda. As appropriate, the EMSMR can address additional management review topics that may include, but are not limited to:

- Review of significant aspects and impacts,
- Review of previous meeting minutes,
- Need for and progress made toward development of operational controls,
- Internal communication issues, and
- Changes to EMS procedures,
- Other EMS elements and or issues.

5.3 Results of Management Review

The outputs from management reviews shall include any top management guidance, decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the EMS, consistent with the commitment to continual improvement. The EMSMR shall document the results of management reviews on *EMS-0010(F1), Management Review Record*. The EQCC meeting agendas, meeting minutes, slides and handouts shall also be retained as records of formal management reviews.

Action items identified during the management review are also recorded in *EMS-0010(F1), Management Review Record*. The EMSMR will coordinate with responsible parties as required to determine the status of follow-up actions. If preventive and corrective action is required, the action will be coordinated and implemented per EMS-0012(A), Fort Polk Procedure for Preventive and Corrective Action.

5.4 Responsibilities

Responsible Party	Action Item
EMSMR	<ul style="list-style-type: none">▪ Ensure that top management reviews are conducted at least annually.▪ Schedule and coordinate top management reviews with quarterly EQCC meetings.▪ Facilitates management review meetings.▪ Document the outputs from each management review.
Garrison Commander, Deputy Garrison Commander	<ul style="list-style-type: none">▪ Chair EQCC meetings.▪ Direct Directors and advise MSC Commanders to attend EQCC meetings and update the committee on previously assigned tasks.▪ Provide guidance as necessary to ensure continuing suitability, adequacy, and effectiveness of the EMS.
Directors, Division Chiefs, MSC Commanders, Officers in Charge	<ul style="list-style-type: none">▪ Attend EQCC meetings.▪ Provide recommendations to ensure the continuing suitability, adequacy, and effectiveness of the EMS.▪ Provide updates on the status of assigned tasks in advance of and during the meeting.
EMS Working Group Team Leaders	<ul style="list-style-type: none">▪ Provide report on the status of working group objectives, targets, progress, and requirements during management reviews.
EMS Document Manager	<ul style="list-style-type: none">▪ Maintain current records of installation management reviews (documented in <i>EMS-0010(F1), Fort Polk Management Review Record</i>).

6.0 RECORDS

Records will be stored and maintained in accordance with *Fort Polk EMS Procedure for Records Management EMS-007(A)*. Forms and records pertaining to environmental aspects and impacts include, but are not limited to the following:

- *EMS-0010(R1), EQCC Membership Roster*

- *EMS-0010(F1), Fort Polk Management Review Record;*

These documents will be maintained in electronic and hardcopy format and made available to the installation and other interested parties as determined by the EMSMR.

7.0 DOCUMENT HISTORY

The EMSMR shall maintain this procedure. It will be reviewed periodically and updated as needed, in accordance with *EMS-001(B), Fort Polk EMS Procedures for Document Control*. The table below contains the revision history of this document.

Revision Number	Effective Date	Approved By	Change Description
V1.0	30 Mar 2007	EMSMR	Original Document

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EMS Management Representative